

Overview

SIS Assessment is a Web-based application for tracking student tests, and is integrated into the current SIS Web Portal. The application appears in the Application drop-down menu. Permissions for this application are delegated in Control Master. The Assessment application replaces the old ASP pages.

The Assessment application consists of three modules:

- Define Tests
- Define Test Instances
- Test Scores



Define Tests is used to declare information pertaining to tests that are given in each district throughout the state. The grade level of the test, the test type, the normal time this test is given are included in this information, as well as the sub-test linked to each test found in the master test tables.

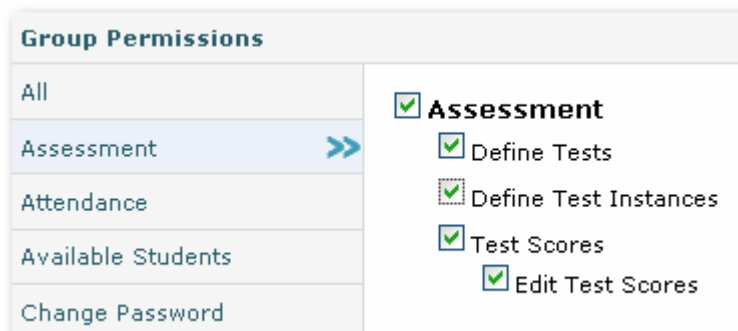
Define Test Instances tracks specific test information such as test date, test language, method, school, and grade level.

Test Scores allows input of scores for each student, which can then be viewed in the Parent/Student Test Score pages.

Permissions

District Staff

Access and permissions for the Assessment application are set up in Control Master (see the Control Master documentation for the basics of creating and editing user groups). Permissions for the application may be added to new or existing groups. The suggestion option would be to create a new user group called “Assessment”, add users to it, and assign permissions. A new permission category for the Assessment application has been added to the “Edit Groups” module in Control Master:



Permissions may be assigned according to the user's needs. If a district has several types of Assessment users needing different permission levels, separate groups should be created for each type of user and permissions assigned accordingly.

Assessment groups will also need Available Students permissions, which can also be assigned according to user type:

Group Permissions	
All	<input checked="" type="checkbox"/> Available Students <input type="checkbox"/> View students the user instructs. <input type="checkbox"/> View own student record <input type="checkbox"/> View students for whom the user is a contact <input type="checkbox"/> View students the user advises <input checked="" type="checkbox"/> View all students in user's track(s)
Assessment	
Attendance	
Available Students >>	
Change Password	
Control Master	

Contacts and Students

As with district staff, contacts and students can view student test scores by granting the permissions to their respective groups. Contacts and Student groups should be granted according to the following models:

Group Permissions	
All	<input checked="" type="checkbox"/> Assessment <input type="checkbox"/> Define Tests <input type="checkbox"/> Define Test Instances <input checked="" type="checkbox"/> Test Scores <input checked="" type="checkbox"/> Edit Test Scores
Assessment >>	
Attendance	
Available Students	
Change Password	

With contacts and students, make sure only "Test Scores" is checked and that "Edit Scores" is unchecked










Group Permissions	
All	<input checked="" type="checkbox"/> Available Students <input type="checkbox"/> View students the user instructs. <input type="checkbox"/> View own student record <input type="checkbox"/> View students for whom the user is a contact <input type="checkbox"/> View students the user advises <input type="checkbox"/> View all students in user's track(s)
Assessment	
Attendance	
Available Students >>	
Change Password	
Control Master	

Check this box only for the Students group

Check this box only for the Contacts group

Define Tests

Before test instances can be defined and before student tests can be entered, master tests must be defined.

ID	Description	SIF	Grade	Norm Type	Norm Time	Hide	New
	Specia 999 - Other Tests Not Listed or Provided by Sender	999	Ninth	Standard Score	Winter		
	UBSCT Utah State Skills Comp. Test (test)	9UT	Tenth	Standard Score	Fall		
	801 American College Test	801	Eleventh	Standard Score	Fall		
	ACT ACT December 2005	999	Twelfth	Standard Score	Winter		

To define a new test, click on the Define Tests icon, then click New. Populate the given fields and save.

New Test

Unique Test ID:

SIF Code:

Description:

Norm Grade:

Norm Type:

Norm Time:

Sort Order:

Hide: ☐

Transcript:

Save

Cancel

Descriptions of Selected Fields





- ✦ Unique Test ID- A unique, user enterable master test identification ID (alpha or numeric). **Test ID for UBSCT tests must be “UBSCT” or the test will not display on the transcript.**
- ✦ SIF Code- **Critical components of each test setup is determined by the SIF code chosen from the drop-down list.**
- ✦ Norm Type- The normal type of the test
- ✦ Sort Order- Sort order for list choices in other areas of Assessment.
- ✦ Hide- Checking this box will remove this test from list choices elsewhere in Assessment.

After saving the test, sub-tests can now be defined and saved.






Sub-Tests							
Sort	SubTest	Description	Score Type	Pass Score	Max Score	Hide	Del.
1	1	Reading	Standard Score	160	200	<input type="checkbox"/>	
2	2	Writing	Standard Score	160	200	<input type="checkbox"/>	
3	3	Mathematics	Standard Score	160	200	<input type="checkbox"/>	
4	4	Passed Out of State	Raw Score	0	0	<input type="checkbox"/>	
New Sub-Tests:							
5			Standard Score	0	1	<input type="checkbox"/>	<input type="checkbox"/>
6			Standard Score	0	1	<input type="checkbox"/>	<input type="checkbox"/>
7			Standard Score	0	1	<input type="checkbox"/>	<input type="checkbox"/>
8			Standard Score	0	1	<input type="checkbox"/>	<input type="checkbox"/>
9			Standard Score	0	1	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

Saved master tests can be edited by clicking the Edit icon.

Norm Time	Hide	New
Winter	<input checked="" type="checkbox"/>	
Fall	<input type="checkbox"/>	
Fall	<input type="checkbox"/>	
Winter	<input type="checkbox"/>	





Saved master tests can also be deleted.

Norm Time	Hide	New
Winter	<input checked="" type="checkbox"/>	
<Unset>	<input type="checkbox"/>	
Fall	<input type="checkbox"/>	
Fall	<input type="checkbox"/>	
Winter	<input type="checkbox"/>	

*Note: Tests cannot be deleted if they have test instances and/or scores.

Define Test Instances

To enter test instances, click on the Define Test Instances module and click the Edit icon to the right of a test instance.

Define Test Instances				
Applications Define Tests Define Test Instances Test Scores Reports Help				
Test ID / Instance ID	Test / Description	School / Grade (Language)	Date Given / Version	New
ACT 100000054	ACT December 2005 (test)	Sani-Dugway High Twelfth (English)	11/27/2007 1	
Specia 100000055	999 - Other Tests Not Listed or Provided by Sender Special test	Sani-Grantsville High School Third (English)	11/28/2007 1.5	
UBSCT 100000057	Utah State Skills Comp. Test (test) UBSCT Oct 2007	Sani-Tooele School District Eleventh (English)	10/01/2007	
UBSCT 100000051	Utah State Skills Comp. Test (test) UBSCT (test)	Sani-Tooele School District Twelfth (English)	10/17/2006 1.01	
801 100000044	American College Test ACT	Sani-Tooele School District Eleventh (English)	06/10/2006 1.00	
801 100000043	American College Test ACT	Sani-Tooele School District Eleventh (English)	04/08/2006 1.00	

Populate the given fields and save.

Editing Test Instance 100000044

Instance ID: **100000044**

Test Code: **801 - American College Test**

Description:

Date Given:

Language:

Test Method:

School:

Grade Level:

Version:

UBSCT Mass Import

For UBSCT tests, the option for a mass import appears:

Test Code: **UBSCT - Utah State Skills Comp. Test (test)**

Description:

Date Given:


Language:

Test Method:

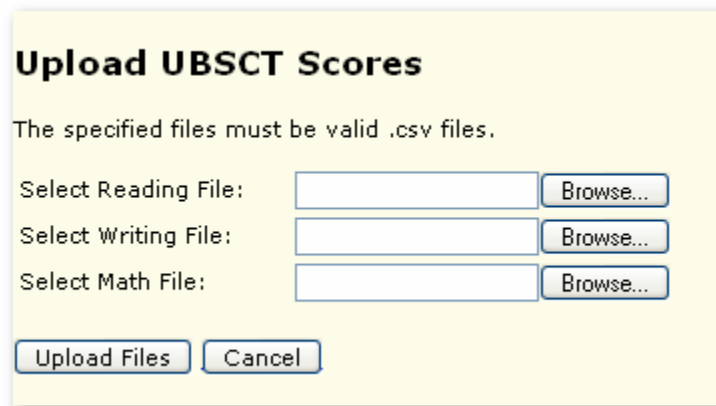
School:

Grade Level:

Version:

Import:  **Upload UBSCT Scores**

Click on the Upload UBSCT Scores link.



Upload UBSCT Scores

The specified files must be valid .csv files.

Select Reading File:

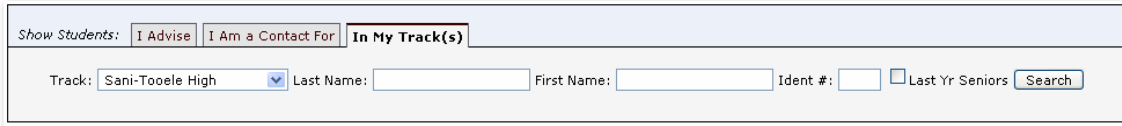
Select Writing File:

Select Math File:

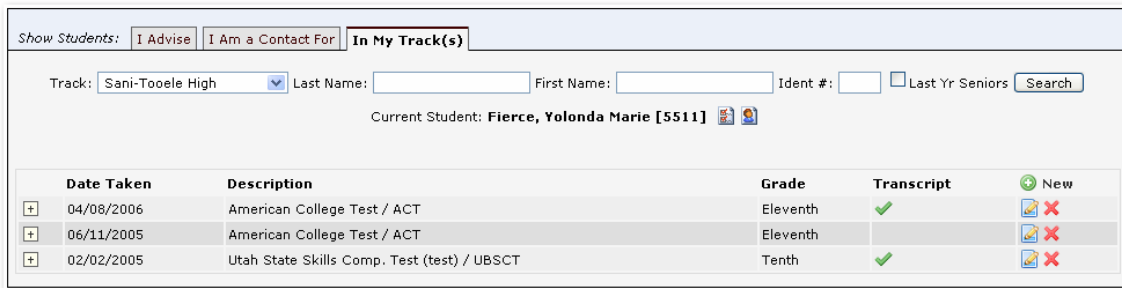
Browse to the location of your UBSCT test scores files and click on Upload Files (see UBSCT Mass Import appendix at the end of this document for details on preparing these files).

Test Scores

To enter test scores, click on the Test Scores module and search for a student (for the contacts and students group, a drop-down list will appear instead of the search fields).

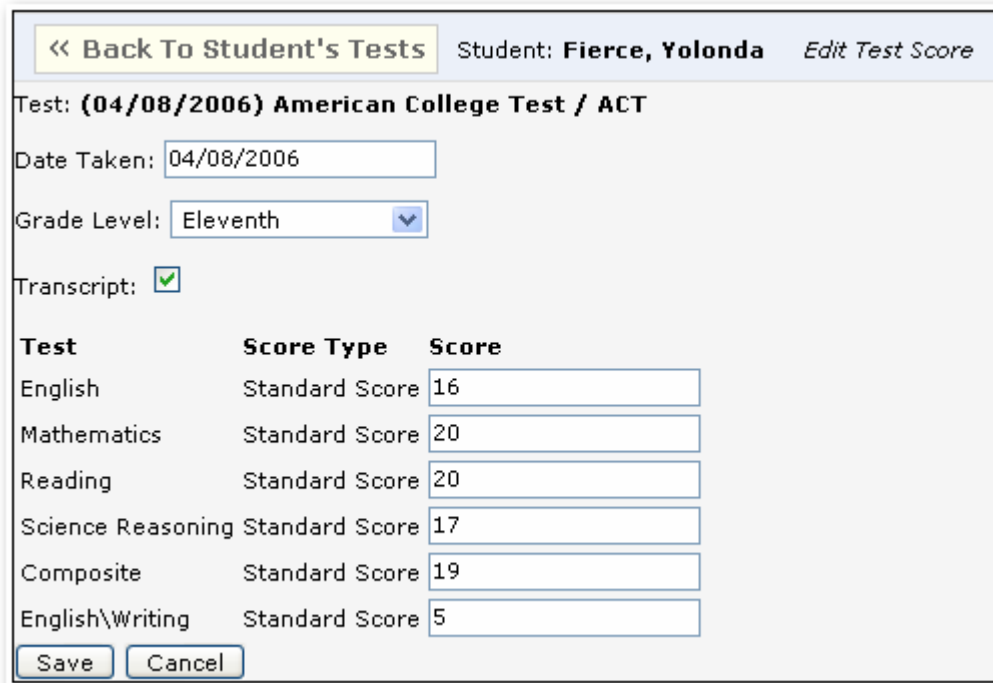


Once a student is selected, a list of available tests appears (note that master tests with the Hide option checked do not appear in this list).



Date Taken	Description	Grade	Transcript	New
04/08/2006	American College Test / ACT	Eleventh	✓	
06/11/2005	American College Test / ACT	Eleventh		
02/02/2005	Utah State Skills Comp. Test (test) / UBSCT	Tenth	✓	

Enter or edit test scores and save.



Test	Score Type	Score
English	Standard Score	16
Mathematics	Standard Score	20
Reading	Standard Score	20
Science Reasoning	Standard Score	17
Composite	Standard Score	19
English\Writing	Standard Score	5

APPENDIX A

UBSCT Mass Score Import

The UBSCT Mass Score Import feature of the Assessment application allows users to easily import all scores for a selected test instance with a simple import process, rather than manually entering every score for every student. A Microsoft Excel spreadsheet (XLS) containing scores and demographic information for each student is produced for each testing category and is provided to the district/school. Using the import feature, districts can import this file directly into their database. This process consists of two steps—converting the excel spreadsheets (XLS) to a comma separated value file format (CSV), then uploading the files in the Define Test Instances module.

CHECKING FOR FILE COMPATIBILITY

Before import, certain elements of the files must be checked for accuracy and compatibility. For each test instance, each district will receive from Measured Progress three separate Excel spreadsheets, one for each test category. These files will be separately imported. Unfortunately, there is no set formatting standard for these files and they can differ slightly from one another. Column headings may be spelled differently or be located in different columns. Some columns may be added or omitted. Because of these differences, we have written the stored procedure to match students and their scores to your SIS database based on **7** of the headings (see below). These headings do not need to be in any specific column. They just have to exist and be spelled correctly. Before converting each file to csv format, please open each file and check and correct the headings. Also briefly skim over the grid to check for any obvious errors in the data.

ESSENTIAL COLUMN HEADINGS

bdate (the birthday column header must be in 6-digit YYMMDD format- no punctuation)

studid (the student ID assigned by SIS)

SSID

lname (last name)

fname (first name)

mi (middle initial)

gender

matss/reass/wriss (math, reading, writing scores)

CONVERTING XLS to CSV

1. Open the Excel spreadsheet.
2. Use the Save As... menu option to convert the file to csv format (see Figure 1):
 - From the File menu, choose Save As...

- In the Save As window, click the down arrow on the File Type option to activate its drop-down menu.
- Scroll down and select CSV (comma delimited).
- Check the file name and location, then choose Save.

*Note: There are 3 different CSV options in the Save as Type drop-down menu. Only the option highlighted in Figure 1 should be used. It is the highest CSV option in the scroll-down list. The new CSV file will open in Excel the same way the original file did. On the surface, the only visible difference is the absence of green tabs in the cells (conversion to CSV clears all formulas, leaving only the text).

IMPORTING UBSCT FILES

Click on the Upload UBSCT Scores link.

Browse to the location of your UBSCT test scores files and click on Upload Files. Below is an example of a normal results screen after uploading a Math file:

RESULTS SCREEN VARIATIONS

Students Not Found- Check column headings. It's likely that one or more doesn't match.

Duplicate Scores- This occurs if a student has scores for the test instance that you are uploading scores for. **The import utility will not overwrite existing scores.**

Invalid Score Values- This occurs if the number in the score column is invalid or missing.